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Minimum Qualification Specifications
for the Class:

PUBLIC SAFETY SECURITY PROGRAMS COORDINATOR
(PUBLIC SAF SECRTY PRGMS COORD)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Principles and practices, concepts and recognized standards for corrections and law enforcement programs and operations; pertinent laws, rules, regulations, and legal requirements relating to security programs; basic investigation and assessment methods and techniques for evaluating program operations; and report writing.

Ability to: Evaluate, develop, and coordinate security plans, policies and procedures, and standards; interpret, apply and ensure compliance with pertinent laws, rules, regulations, and other legal requirements; conduct analyses of operations and activities, identify security issues and problems and make recommendations for corrective action; provide technical advisory services to supervisors, managers, and administrators; prepare clear and concise reports; establish and maintain effective working relationships; and communicate effectively orally and in writing.

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

General Experience: Two (2) years of progressively responsible professional work experience which provided knowledge of the laws, regulations, standards, policies, functions, objectives and operations of an adult correctional or law enforcement program. The work experience must have involved reading and interpreting and applying laws, rules, regulations and other complex materials; evaluating and analyzing pertinent facts, information and issues to resolve problems; writing clear and concise reports and analyses; applying problem-solving methods and techniques; and recommending appropriate courses of action.

Specialized Experience: One and one-half (1-1/2) years of progressively responsible professional work experience which required making analyses, evaluations or other substantive determinations with regard to current or projected operating programs. The experience may have been gained as a program analyst/planner, or supervisor/manager/administrator or other management advisor, but must have involved performing professional work concerned with program interrelationships, effectiveness or intra-program integration. It must further have demonstrated a high degree of analytical skill involving the ability to read, comprehend and interpret complex material such as State statutes and/or federal regulations; identify information needs; collect and analyze data; identify problems and alternative solutions and their advantages and disadvantages; develop logical recommendations for a course of action; and draft comprehensive reports of findings and conclusions. Persons performing this type of work are typically located in a staff agency or office (e.g., program evaluation, program budget or organizational/management analysis); however, experience gained in direct services programs may be accepted if there is evidence of continuing responsibility for analytical work as described above (e.g., staff assistant to the administrator of a program responsible for analyzing the assigned program area and recommending improvements in operations, or methods of implementing the program for greater effectiveness and the like, or as a supervisor whose work regularly included preparing plans for the assigned program or function, evaluating and monitoring the progress of the assigned program area, preparing reports of

progress, identifying problem areas and taking steps or recommending actions to resolve them.

Substitutions Allowed:

A master's degree in Criminal Justice, Criminology or related field from an accredited college or university which included coursework which provided knowledge of the laws, regulations, standards, functions, and objectives of an adult correctional or law enforcement program [e.g., coursework in penology, correctional law (legal process, inmate rights), structure and organization of a correctional system, law enforcement principles and processes, police management], may be substituted for one (1) year of General Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Special Requirements:

Applicants must meet all federal and State requirements applicable to the carrying, use and possession of firearms and ammunition.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class PUBLIC SAFETY SECURITY PROGRAMS COORDINATOR (PUBLIC SAF SECRTY PRGMS COORD).

DATE APPROVED: 9/5/02

/s/ Dawn M. Young

DAVIS K. YOGI

Director of Human Resources Development